

## **Revision Checklist For Final Copy Of Research Paper**

- Did you cite all of your sources throughout your paper using parenthetical documentation? This is a very important step in avoiding plagiarism. Take your time with this step!
- Highlight in pink all parenthetical documentation throughout paper. In a 2-3 page paper, there should be roughly 10-20 citations. If there's not, you should go back and cite more.
- 12 pt. Times New Roman font
- Double-Spaced
- Highlight in yellow your thesis statement in your introduction.
- The length of each sentence should be a minimum of seven words. Sentences shorter than this need more detail.
- Each paragraph should have a minimum of 5 sentences. If not, go back and add more information.
- There should be a variety of sentence beginnings. If more than two sentences start with the same word, find a way to change them.
- Use a thesaurus to replace 4 simple or passive words. Replace at least adjectives and 2 verbs with stronger, more specific words. Circle the words that you've changed.
- Fix **ALL** spelling, grammar, and/or punctuation marks. If your final copy has 3 or more errors, you'll be editing again.
- Underline all transition words throughout your essay.

Once you've checked off all items above, move on to the following steps to publish your final copy:

- Staple your Title Page to the front and Works Cited Page to the back.
- Put everything in your folder and hand it in.
- Log into Google Docs and make a copy and fill out the document labeled 'Research Final Assessment.' Call the new document Class#\_ResearchFinal\_LastName and share it with me when you have finished it.